

CLARK COUNTY STAFF REPORT

DEPARTMENT: CCPH

CCPH SR2021-1530

DATE: 7/20/2021

REQUESTED ACTION:

Clark County Council to ratify SR#2021-1528 which requested permission for Clark County Public Health to apply for the Local Records Grant through Washington State Archives. Total remuneration of up to \$50,000.

☒ Consent ☐ Hearing ☐ County Manager

BACKGROUND

The local records grant is a State funded award designed to help local governments use technology to improve their records retention, management and disclosure of public records. Grants are funded by the proceeds of a surcharge when documents are recorded with the county auditors.

If awarded, these funds would be used to digitize historic documents for the Solid Waste Enforcement program. The retention period for these documents are 50 years past post-closure of land monitoring which begins following the end of solid waste handling operations on any permitted site.

Documents currently in the file room for these facilities date back to the 1960's and are still being monitored for environmental impacts. This digitization of these documents would allow for less on-site storage requirements, easier searching and locating of documents, and faster delivery of public records requests for these files.

COUNCIL POLICY IMPLICATIONS

N/A

ADMINISTRATIVE POLICY IMPLICATIONS

N/A

COMMUNITY OUTREACH

N/A

BUDGET IMPLICATIONS

YES	NO	
		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
X		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

Local Fund Dollar Amount	
Grant Fund Dollar Amount	\$50,000
Account	1025
Company Name	Public Health

DISTRIBUTION:

Council staff will post all staff reports to The Web. <https://www.clark.wa.gov/council-meetings>

Joelle Loescher

06/24/21

Joelle Loescher
Management Analyst

Janis Koch

06/24/21

Janis Koch
Environmental Public Health
Director

Primary Staff Contact Name and Extension: Joelle Loescher *8126

APPROVED: Eileen J. O'Brien
CLARK COUNTY, WASHINGTON
CLARK COUNTY COUNCIL

DATE: July 20, 2021

SR# 124-21



APPROVED: _____
Kathleen Otto, County Manager

DATE: _____

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Part II: Estimated Revenues

Fund #/Title	2021 Annual Budget		2022 Annual Budget	
	GF	Total	GF	Total
9008 / Public Health				50,000
Total				50,000

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	2021 Annual Budget		2022 Annual Budget	
		GF	Total	GF	Total
9008 / Public Health					50,000
Total					50,000

III. B – Expenditure by object category

Fund #/Title	2021 Annual Budget		2022 Annual Budget	
	GF	Total	GF	Total
Salary/Benefits				
Contractual				39,809
Supplies				
Travel				
Other controllables				10,191
Capital Outlays				
Inter-fund Transfers				
Debt Service				
Total				50,000

* Approved by
County manager
7/16/21

CLARK COUNTY STAFF REPORT

DEPARTMENT: CCPH

CCPH SR2021-1528

DATE: 6/24/2021

REQUESTED ACTION:

Clark County Public Health is seeking approval to apply for the Local Records Grant through Washington State Archives. Total remuneration of up to \$50,000.

☐ Consent ☐ Hearing ☒ County Manager

BACKGROUND

The local records grant is a State funded award designed to help local governments use technology to improve their records retention, management and disclosure of public records. Grants are funded by the proceeds of a surcharge when documents are recorded with the county auditors.

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COUNCIL POLICY IMPLICATIONS

N/A

ADMINISTRATIVE POLICY IMPLICATIONS

N/A

COMMUNITY OUTREACH

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BUDGET IMPLICATIONS

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06/24/21

Joelle Loescher
Management Analyst

Janis Koch

06/24/21

Janis Koch
Environmental Public Health
Director

Primary Staff Contact Name and Extension: Joelle Loescher *8126

APPROVED: _____
CLARK COUNTY, WASHINGTON
CLARK COUNTY COUNCIL

DATE: _____

SR# _____

APPROVED: *Kathleen Otto*
Kathleen Otto, County Manager

DATE: 07/16/21

BUDGET IMPACT ATTACHMENT**Part I: Narrative Explanation**

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Part II: Estimated Revenues

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Package Number		Cost Center search string		Select Cost Center for list of related Projects		Revenue Category search string									
Package Number	Fund	Cost Center Name	Cost Center ID	Program Name	Program ID	Ledger Account Name	Ledger Acct Number	Revenue Category Name	Revenue Category ID	2021 EXP Inc / REV Dec (M)	2022 EXP Inc / REV Dec (M)	2023 EXP Inc / REV Dec (M)	Operating vs Capital	Position	Notes
1925	Environmental Public Health	Law enforcement and security services among	OC168	Solid and Hazardous Waste Solid Waste Enforcement	P04432	Services	3400010	Use waste related based on waste rating		50,000	50,000	50,000	One-time		
1925	Environmental Public Health		OC185	Solid and Hazardous Waste Solid Waste Enforcement	P04432	State Grants	3300090	State Grant from Center State Agreement	H04162	50,000	50,000	50,000	One-time	Operating	